



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FORT BELVOIR, VIRGINIA 22060-6221

S: June 24, 2005

IN REPLY  
REFER TO DO

APR 27 2005

MEMORANDUM FOR DLA DIRECTOR'S STAFF  
COMMANDERS, DLA FIELD ACTIVITIES

SUBJECT: Annual Award for Outstanding Employee with a Disability

Defense Logistics Agency (DLA) Headquarters (HQ) Elements and Field Activities are strongly encouraged to submit nominations for the annual DLA Outstanding Employee with a Disability of the Year Award.

Additionally, the 2005 criteria for nominating individuals for the Outstanding Department of Defense (DoD) Employee with a Disability is attached. Nominations must include a description of how the nominee 1) demonstrates job performance that clearly exceeds the requirements in spite of severely limiting physical and/or mental factors, 2) exhibits abilities and initiatives in overcoming his/her disability, and 3) must be a Federal employee who meets the definition stated in 5 U.S.C. Part 2105.

An independent panel will be appointed to review the submissions from the HQ Elements and the Field Activities to select the award winner. The award winner, along with award winners from other DoD Agencies, will be honored at the Twenty-fifth Annual DoD Disability Awards Ceremony on Tuesday, December 6, 2005 at the Bethesda Hyatt Regency Hotel.

The nomination process should involve the servicing Incentive Awards Administrator, the Disability Program Coordinator, the local Equal Employment Opportunity (EEO) Offices, and supervisors. Please submit your nomination to this Office by **June 24, 2005**. Remember to include in the nomination package a **justification narrative, identification details, an 8" x 10" black and white glossy photograph showing the nominee at work, and a transmittal letter of endorsement signed by the Director, J-Code or HQ Staff Office; the Commander/Deputy Commander.**

If you have questions, please contact Mr. Eric F. Spanbauer, EEO Specialist, EEO Policy and Compliance Division, at [eric.spanbauer@dla.mil](mailto:eric.spanbauer@dla.mil) or Voice users may dial the Federal Relay at 1-800-877-8339 and give the Relay Operator TTY number 703-767-0382.

FAMIA J. MAGAÑA  
Director of Equal Employment  
Opportunity

Attachment

cc:  
DLA Equal Employment Managers  
People with Disabilities Program Coordinators  
CSO-C  
CSO-N



**2005 Nominations for  
Outstanding DoD Employee with a Disability**

Eligible individuals include appropriated and non-appropriated fund employees and foreign nationals employed overseas. Previous winners of this Secretary of Defense award may not be re-nominated until at least 10 years have passed.

Nominations are to be prepared in the following format:

1. Identification
  - a. Full name: first name, middle name (if any), last name
  - b. Date of birth
  - c. Citizenship
2. Narrative justification for award covering job performance and examples of excellence and initiative.
3. Description of the individual's disability, its effects on the individual's life and job performance, and ways in which the disability is accommodated in the workplace.
4. Employment
  - a. Classification of current position (job series, title and grade)
  - b. Individual's organizational title (if any)
  - c. Employer (organizational unit, division or section, employing activity, department of agency)
  - d. City and state where employed
  - e. Total years of Federal service
  - f. Length of service with current employing activity and in present position
  - g. Work experience other than Federal employment.
5. Educational background (schools attended, fields of study, dates of graduation, degrees awarded, honors)
6. Agency recognition (awards, etc.), if not fully covered in the narrative

**Deadline for Submission of Employee Nomination to the  
DLA Corporate Equal Employment Opportunity Office:**

**Friday, June 24, 2005.**